



Social Protection

Building social protection floors
and comprehensive social security systems

SOCIAL PROTECTION PLATFORM USER GUIDE:

How to add a resource in the Library – a quick introduction

To add a resource you need to be registered as a user and logged in

STEP 1

Click on **Library** in the **Publications** menu on the top of SPP homepage (www.social-protection.org).

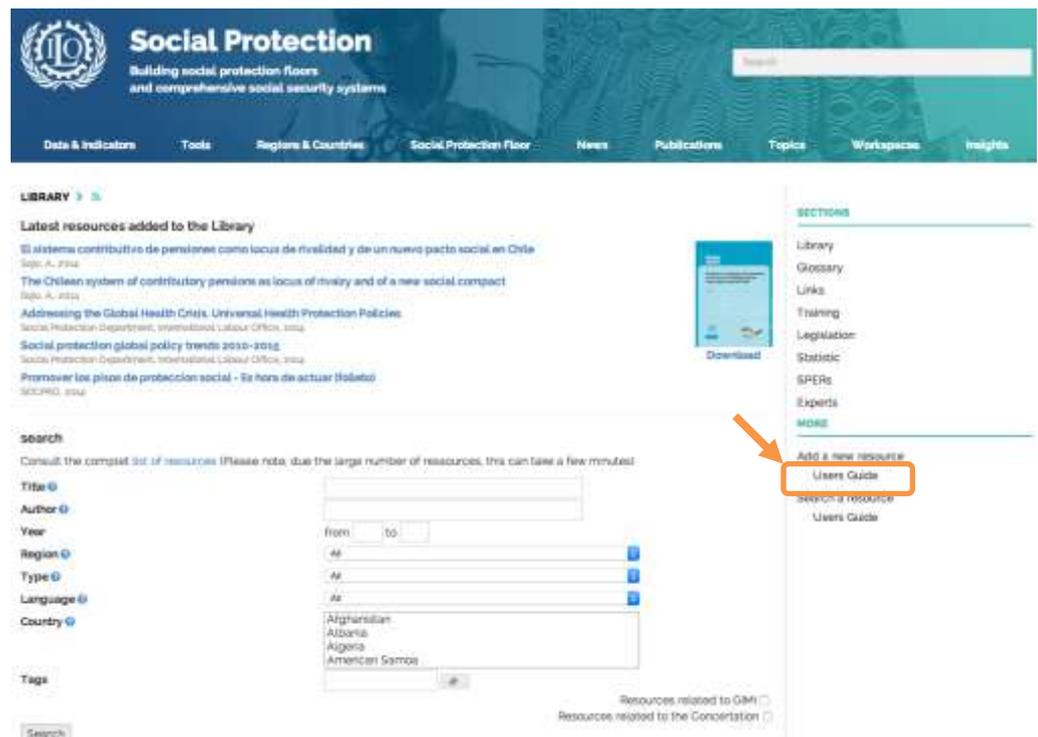


STEP 2

Before adding the new resource, search the Library to be sure the resource you want to add has not been already uploaded.

STEP 3

On the **Library** page click on **Add a new resource** in the menu on the right side of the page.





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STEP 4

On the page **Resources - ADD** fill in all the fields, as specified in the blue information icons. Required fields are marked with a red asterisk.

Click on **Browse** in the field **Upload Resource** to find and upload your file

Click on **Browse** in the field **Upload picture of resource's cover** to upload an image. Pictures must be sized 95px X 132px. See the online guide "[How to add images in the Library](#)"

Please provide a summary of the publication in the Content Editor. See the online guide "[How to write summaries/abstracts](#)"

ADD ONLY THE SUMMARY IN THE LANGUAGE OF THE RESOURCE

DID YOU KNOW?

The SPP has blue information icons to help users. Simply place your mouse over the icons for help on how to fill in or what to select in the fields.

Fields marked with an asterisk (*) are required.

Type * ?

Title * ?

Subtitle ?

Author * ?

Year * ?

Region * ?

Upload resource ?

URL address if resource available online ?

Upload picture of resources cover ?

Language * ?

Country ?

Tags

ISBN ?

ISSN ?

Editor ?

Publisher ?

No. pages

URL Order ?

Official publication SECSOC ?

Group (secsoc) ?

Published ?

Copyright ?

Activated ?

Escother ficheiro

Escother ficheiro

Aruba

Australia

Austria

Azerbaijan

Enter the **Author's** full name in the following way: "Smith, J.". Separate multiple authors with semi-colons: "Smith, J.; Cichon, M.; ILO"

Add **tags** to the resource by clicking on the icon and selecting from the tag list.

For advanced use, click on **Source** and enter the HTML code directly

PLEASE DO NOT COPY AND PASTE FROM A WORD DOCUMENT

First copy the text into a Notepad document or alike and then paste it into the content editor to avoid formatting changes. Basic commands for text editing are available in the editor's menu.

When you're finished, click **Add**. Your resource will be shortly validated by an administrator and will be available in the SPP Library.

PLEASE NOTE: you will be automatically logged off after a certain time of inactivity. To avoid losing text, write the summary in Notepad or alike before inserting it in the content editor.